Instructions

1.       Click on link below

a.       <https://account.activedirectory.windowsazure.com/ChangePassword.aspx?BrandContextID=O365&ruO365>=

2.       If prompted to sign in, use your login (ID@vbstudents.com) and your current password

3.       You will see 3 fields to fill out

a.       Old Password

b.       New Password

c.       New Password

                                                               i.      Your new password must be at least 9 characters long, contain at least 1 capital letter and contain at least 1 number and it cannot be a password you already used.

                                                             ii.      If you get an error it is because whatever you typed does not meet the requirements.  Try again!!

4.       Once you are successful, **log off** of your chromebook

5.       Log back in using your new password

6.       After typing your new password, you might be prompted to enter your old password (this is a one-time thing).

7.       You are done!!